

LEGAL ADMINISTRATIVE STUDIES

Want to work in an office? Interested in the law? If so, a career as a Legal Administrative Assistant is for you!

Did you know that Legal Administrative Assistants are amongst the highest paid office assistants in BC? This is because Legal Administrative Assistants are professional assistants who have knowledge of various areas of law in addition to their administrative skills.

The program starts in September and is designed for full-time students wanting to develop employment-ready skills in only eight months.

How will this program prepare you to become a Legal Administrative Assistant? This career focused program will introduce you to a number of different areas of law, such as family law and wills and estates. It will also equip you with the essential skills you will need to be successful in the workplace by using realistic simulation exercises. Most classes are in the computer lab and there is a real hands-on approach to teaching in this program.

Please visit www.kpu.ca/business/programs (<http://www.kpu.ca/business/programs/>) **for more information on School of Business programs.**

Who Studies Legal Administrative Studies?

We find that our students are focused and committed to becoming a valuable member of the legal office team. Understanding that Legal Administrative Assistants are professional assistants, you should be prepared to treat the program as a full-time professional program.

We have a variety of students in the program. Some students enter the program with previous post-secondary experience and are seeking to develop the practical skills necessary to enter the workforce and the legal profession. Some students are changing career direction, whilst others are high school students who have identified an interest in the legal field. All are welcome!

Ideally, you should already have good keyboarding/typing skills that can be further developed in the program.

Career Opportunities

The program achieves good employability rates, with graduates working in a variety of organizations, such as: law firms, notary public offices, government offices, and legal departments of large corporations. Graduates will be eligible to secure entry-level Legal Administrative Assistant positions, but there are many opportunities for career progression in due course, such as becoming a senior Legal Administrative Assistant or becoming a paralegal.

Programs

- Diploma in Applied Business Technology (<https://calendar.kpu.ca/programs-az/business/legal-administrative-studies/applied-business-technology-diploma/>)

- Certificate in Legal Administrative Studies (<https://calendar.kpu.ca/programs-az/business/legal-administrative-studies/legal-administrative-studies-certificate/>)

Courses

Registration in some course sections is restricted to students in particular programs. See Timetables - [kpu.ca/registration/timetables](http://www.kpu.ca/registration/timetables/) (<http://www.kpu.ca/registration/timetables/>) - for current section information.

Visit the BC Transfer Guide - [bctransferguide.ca](http://www.bctransferguide.ca) (<https://www.bctransferguide.ca/>) - for information about course transfer in B.C.

LGLA 1110 1.5 credits

Bookkeeping for the Law Office

Students will practice basic bookkeeping functions for a law office. They will record and post basic bookkeeping transactions, reconcile bank statements, perform basic payroll functions, and recognize the distinctions between general and trust funds.

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 1125 3 credits

Introduction To Legal Office Procedures And Legal Research

Students will study and apply the procedures and documentation related to a general legal office for success in the workplace. They will work in teams to examine statute and case law.

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 1135 3 credits

Legal Administrative Computer Applications II

Students will be instructed in the detailed use of file management, PDF, presentation, electronic communications, and spreadsheet software useful in a legal administrative environment. Using legal administrative-oriented examples taught in a hands-on environment (i.e. a computer lab), students will develop and apply skills and concepts that are critical for success in their academic studies and career.

Level: UG

Prerequisite(s): LGLA 1145

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 1145 3 credits

Legal Administrative Computer Applications I: Document Preparation/Production

Legal assistants require proficiency and advanced skills in document production to service all practice areas in a legal firm. Students will learn to create and format complex legal documents and layouts efficiently using the industry current document production program(s).

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 1150 1.5 credits

Law Office Relations and Conflict Resolution

Students will learn basic principles and skills for developing interpersonal skills to increase effectiveness in the law office environment. Topics explored include self-awareness, relationship development, assertiveness, group dynamics, intercultural communication, stress management and conflict resolution strategies, with a focus on enabling students to be successful and to reach their personal goals in the workplace.

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 1202 3 credits

Corporate Law and Procedures

Students will develop an understanding of the procedures and terminology relating to corporate law, and will become familiar with the requirements of the BC Business Corporations Act. Students will prepare the documentation required for: incorporation of a company; post-incorporation matters; annual requirements; and changes during a company's life cycle. Students will also learn how to maintain and file the appropriate documents in a Corporate Records Book.

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 1203 3 credits

Conveyancing

Students will apply the procedures and documentations related to the transfer of real estate in British Columbia. They will focus on the transfer of title of residential properties, including strata title and mortgage financing.

Level: UG

Prerequisite(s): All of (a) LGLA 1145, 1202, 1205 and (b) CMNS 1140

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 1204 3 credits

Wills and Estates

Students will prepare and process wills, codicils, applications for Letters Probate and Letters of Administration, correspondence regarding estates, distribution and passing of accounts

Level: UG

Prerequisite(s): All of (a) LGLA 1145, 1202, 1205 and (b) CMNS 1140

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 1205 3 credits

Litigation and Civil Procedure

Students will study the process of civil litigation in BC. They will learn the preparation and processing of civil litigation documents, including application and trial procedures.

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 1206 3 credits

Family Law and Procedures

Students will be introduced to family law in BC. They will learn the preparation and processing of family law documents, including trial procedures and collections procedures resulting from court judgments. Student centered instruction will focus on the legal procedures and documentation related to marriage agreements, separation agreements, division of family assets and defended and undefended divorces.

Students will become familiar with the requirements of the Divorce Act and the Family Law Act.

Level: UG

Prerequisite(s): All of (a) LGLA 1145, 1202, 1205 and (b) CMNS 1140

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

LGLA 1399 3 credits

Legal Assistant Work Experience/Project

Students will apply academic and practical knowledge and skills through relevant experience in the workplace or through the completion of a comprehensive project.

Level: UG

Prerequisite(s): All of (a) LGLA 1125, 1145, 1150, 1202, 1205 and (b) CMNS 1140

Co-requisite(s): All of LGLA 1110, 1135, 1203, 1204, and 1206

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)